

SALEM MARITIME NATIONAL HISTORIC SITE

PUBLIC USE REPORTING AND COUNTING INSTRUCTIONS

Following are detailed instructions for collecting and reporting data to be entered on Form 10-157, Revised, Monthly Public Use Report by Salem Maritime National Historic Site. These instructions are effective the date of issuance and will continue in effect unless changed by amendment or by memorandum from the Socio-Economic Studies Division to the superintendent approving a requested change.

Each item below describes the procedures to be followed in collecting public use data and summarizing the various elements of those data for entry on the corresponding line on the 10-157, Monthly Public Use Report.

Recreation Visits

1. The number of visitors entering the visitor center.
2. The number of visitors entering the Custom House.
3. The number of visitors entering the West India Goods Store.
4. The number of visitors taking tours of the Derby House and Bonded Warehouse.
5. The number of scheduled tour and self-guided tour visitors.
6. The number of unscheduled tour visitors.
7. The number of roving contacts made outside of the buildings.
8. The number of special event visitors in the park boundary.
9. The number of school tour visitors.

Nonrecreation Visits

1. The number of commercial boat passengers at the NPS Wharf.

Recreation Visitor Hours

Recreation visitor hours are the sum of the subtotals of each of the categories listed in Table 1. Each subtotal is the results of multiplying the number of visitors associated with that category by its length-of-stay multiplier.

Table 1

Average Length of Stay Multipliers by Category

CATEGORY	AVERAGE LENGTH-OF-STAY
Visits to Visitor Center, West India Goods Store, Slide Shows, and Wharf	0.25 hour
Custom House and Roving Contact Visits	0.50 hour
Scheduled and Self-guided Tour Visits	1.00 hour
Derby House and Bonded Warehouse Tours, and Unscheduled Tours	0.75 hour
Special Event Visits	Estimated by the Park
School Tour Visits	2.0 hours

Nonrecreation Visitor Hours

The number of nonrecreation visits is multiplied by 0.5 hour.

Special Use Data

Line n. Number of tour buses